



Board Role Description

Position: Vice President of Programs

Reports To: President

Position Summary: Provides executive leadership and direction associated with chapter event strategy and engagement. Responsible for planning and execution of all chapter educational event offerings with support of board. Supports program committees as defined and reports all committee activities to the board of directors.

Specific Responsibilities:

- Attend all board meetings/calls and provide report of departments activities
- Oversight responsibilities for the Director of Content and education related committees. Report activities of committees to board as necessary.
- Plan and execute annual events in partnership with Director of Content and support with of other board roles
- Oversees all event logistics, content, and speakers with support of board.
- Assist in setting event budget with Treasurer and President
- Work with golf and networking committees to ensure elements for activities are executed effectively during events
- Maintain history of event survey results and provide incoming VP of Programs with direction for future events
- Ensure VP of Marketing has necessary items for event promotion
- Recruit future board members through succession planning processes